

# **MISSOURI STANDARDS FOR TEACHER EDUCATION PROGRAMS (MoSTEP)**

## **Procedures for Initial Approval of New Professional Education Programs**

1. The institution shall submit a written proposal for the program(s) to the Director of Educator Preparation, Division of Teacher Quality and Urban Education, Department of Elementary and Secondary Education, P.O. Box 480, Jefferson City, MO, 65102-0480. The proposal should include the following:
  - a. a cover letter requesting approval for the new program(s) being proposed;
  - b. a Needs Summary and Impact Assessment;
  - c. responses to Standards 1-8 in the Missouri Standards for Teacher Education Programs (MoSTEP);
  - d. curriculum matrices illustrating the courses and experiences required by the institution that address the competencies in MoSTEP Standards 1.1, 1.2, 1.3, 1.4, etc., including a syllabus for each professional education course in the prescribed program of study;
  - e. additional curriculum matrices illustrating the institution's prescribed courses and experiences for each program of certification being proposed (Examples: Elementary Education, grades 1-6; Middle School Science, grades 5-9; Art, grades 9-12; etc.), showing alignment the with professional certification requirements and Subject Specific Competencies for Beginning Teachers in Missouri;
  - f. a vita from each instructor for the proposed professional education courses;
  - g. a letter, with supporting documentation, from the chief executive officer of the institution indicating that the institution will support the professional education unit and its programs with sufficient personnel, facilities and financial resources to assure its compliance with the standards.
2. Program proposals will be reviewed as soon as possible when they are received. The institution will be contacted if any additional information is needed to process the request for approval.
3. If the proposal is determined to be viable, a representative from the Educator Preparation Section may conduct an initial site inspection at the institution.
4. If the institution's proposal is determined to be acceptable and the site inspection is satisfactory, a recommendation for interim approval will be made to the Missouri State Board of Education (MSBE) for its consideration, and if interim approval is granted, the institution may begin recommending candidates for state certification upon their completion of the program(s).
5. The institution will be notified in writing whether or not the proposed program has been approved.
6. Interim approval shall be in effect until a standard review of the unit and its program(s) is conducted and the results presented to the MSBE. If interim approval for a new professional education program is granted to an institution already having state approval for other programs, the approval period will parallel the expiration date of the other state-approved professional education programs at the institution.

For additional questions or clarification pertaining to any of the elements mentioned in this document, please contact the Educator Preparation Section in the Missouri Department of Elementary and Secondary Education by phone at (573) 751-0371.